

CHAPTER 16 – CONSTRUCTION ADMINISTRATION

1.0 General Information

- 1.1 The project architect/engineer shall have primary responsibility for the inspection of the project, and shall represent the owner and advise and consult the project team in the administration of the construction contract or contracts.
- 1.2 The project architect/engineer shall keep the project team informed and aware of all construction activity, requesting assistance when necessary.
- 1.3 When the construction contract has been awarded by Purchases, DFM will issue a Notice to Proceed.

2.0 Project Meetings

- 2.1 The project architect/engineer shall coordinate scheduling a pre-construction conference with the contractor, subcontractors, state agency representatives and DFM inspectors. A sample pre-construction conference checklist is located in the Appendix on the DFM website.
- 2.2 Conduct progress meetings to review the status, schedule and quality of work for compliance with contract documents. This responsibility may be delegated to the contractor when approved by the project team.
 - 2.2.1 Be responsible for all meeting minutes and issue them in a timely manner to all parties as directed. This responsibility may be delegated to the contractor when approved by the project team.
 - 2.2.2 Attend any project meeting as required by the state agency or DFM to resolve problems at no additional cost to the owner.
 - 2.2.3 On DFM full-service projects and code inspections, any additional meetings will require coordination with DFM representatives 3 working days prior to any meeting scheduled.

3.0 Shop Drawings

- 3.1 The project architect/engineer shall review and approve shop drawings of fabricators and manufacturers, and samples of materials for conformance with the drawings and specifications and submit copies of approved shop drawings to the contractor, the state agency and DFM simultaneously.
- 3.2 Sprinkler and fire alarm shop drawings shall follow requirements in Chapter 7.
- 3.3 During the shop drawing submittal phase, substitutions for only discontinued products may be submitted for approval. No other substitutions can be submitted for approval after the “request for substitution” period during the bidding phase.

4.0 Project Architect/Engineer Inspections

- 4.1 The project architect/engineer shall provide, at a minimum, the following inspection services:
 - 4.1.1 Conformance with the contract documents. Upon recommendation by the project architect/engineer and the state agency and the SOA (via through DFM) may issue a stop work order to the contractor whenever the Secretary determines that the work does not comply with contract documents. (K.S.A. 75-3783 (a), (3)).

4.1.2 Distribution of field reports.

4.1.3 Inspection of above ceiling work and in concealed spaces prior to the spaces being covered up.

4.1.4 Inspection of site utilities prior to any utility being buried.

5.0 DFM Code Inspections

5.1 DFM performs code inspections during construction for the Secretary of Administration on behalf of the KSFMO. Reference Chapter 7, section 4.4 of this manual for required inspections.

5.2 Any code questions from the DFM construction observer or DFM code inspector will be directed to the DFM planner who will forward the information to the project architect/engineer.

6.0 Interpretation of the Contract Documents

6.1 The project architect/engineer shall determine the meaning and intent of any portion of the contract documents.

6.1.1 Respond promptly to requests from the contractor for information and interpretations, so that the construction schedule is not adversely affected. All requests for information and interpretation from the contractor shall be documented in writing and distributed to the contractor, state agency representatives and DFM.

6.1.2 Issue field orders to the contractor for adjustments or changes in work. All field orders shall be documented in writing and distributed to the contractor, state agency representatives and DFM.

6.2 The project architect/engineer's interpretations or clarifications of the contract documents are subject to review by the Director of the Division of Facilities Management.

6.2.1 When the Director is notified by the contractor within ten (10) days of an unresolved disputed interpretation with the project architect/engineer's written clarification, the Director or his designee will meet with the Contractor and project architect/engineer to hear the positions of both parties.

6.2.2 The director may designate alternative procedures to receive and review the positions of the parties or may delegate the decision-making power to a negotiating committee. The director, his designee or the negotiating committee will render a decision within thirty (30) days of the hearing.

7.0 Contractor Payment Applications

- 7.1 The project architect/engineer shall review the contractor's application for payment for accuracy of the amount requested and the status of the on-site record documents.
 - 7.1.1 The schedule of values (similar to AIA Document G703) submitted by the contractor should include a line item for record documents.
 - 7.1.2 When recommending the application for payment, the project architect/engineer shall sign and forward the application to the state agency, and send a copy to DFM.
 - 7.1.3 The state agency will prepare a contract estimate voucher (DA-124) and batch sheet, and forward all documents to A&R.
 - 7.1.4 After verification of funds, A&R will print a warrant for payment to the contractor.
- 7.2 If the payment is not approved, the project architect/engineer shall notify the contractor and give the contractor a choice of resubmitting the applications with correct information, or holding it until work is at the level indicated on the application.

8.0 Construction Contract Change Orders

- 8.1 The project architect/engineer shall prepare and sign change orders in a timely manner. The change order form is located in the Appendix on the DFM website.
 - 8.1.1 All change order items shall be related to the original scope of work (i.e. unforeseen conditions, errors, omissions, etc.) and have prior approval from the state agency.
 - 8.1.2 Prior approval from DFM is required for building code and accessibility issues.
 - 8.1.3 Multiple items may be included on each change order.
- 8.2 All change orders greater than \$75,000 shall be reported to the Joint Committee on State Building Construction (JCSBC) by the Secretary of Administration (through DFM). (K.S.A. 75-1264)
 - 8.2.1 Failure to notify DFM in a timely manner of a change order over \$75,000 may result in a delay of change order approval.
 - 8.2.2 DFM will sign these change orders when they have been reviewed by the JCSBC.
 - 8.2.3 Attendance by the agency representatives and the project architect/engineer at the presentation of the change order to JCSBC may be required.

9.0 Substantial and Final Completion

- 9.1 All forms mentioned below may be shown in the Appendix on the DFM website.
- 9.2 The project architect/engineer shall determine substantial completion (or partial substantial completion) by conducting a joint inspection with the contractor, state agency representatives and DFM representatives and shall prepare a **punch list** of incomplete items or deficiencies.
 - 9.2.1 The list shall include a date for punch list items to be finished and shall be distributed without delay with the executed certificate of substantial completion (or certificate of partial substantial completion) to the contractor, each prime sub-contractor, state agency representatives and DFM.

- 9.2.2 It is the project architect's/engineer's responsibility to ensure that **punch list items** are finished in a timely manner and to conduct an inspection with all parties to verify that all punch list items are finished.
- 9.3 Following the final inspection, the project architect/engineer shall receive all written guarantees and related informational and instructional manuals assembled by the contractor(s) and deliver to the state agency.
- 9.4 The Certificate of Project Completion shall be prepared by the project architect/engineer when the project has been accepted as satisfactorily complete in accordance with the contract documents.
 - 9.4.1 Four (4) copies of the **Certificate of Project Completion** shall be signed and forward to the contractor.
 - 9.4.2 The contractor signs the Certificates and forwards to the state agency the Certificates, two (2) copies of the final payment application and two (2) copies of the signed Affidavit of Contractor, stating that all project indebtedness of the contractor or subcontractors has been paid in full and the state of Kansas has been paid in full for all loss, cost damage or other expense caused by the contractor or subcontractors.
 - 9.4.3 The state agency forwards all documents to DFM who signs the Certificate and forwards them to A&R for final payment to the contractor.
- 9.5 The state agency assumes responsibility for maintenance, custodial care and utilities for the premises not previously accepted under prior Certificate(s) of Partial Occupancy.
- 10.0 Occupancy
 - 10.1 Installation, testing, correction, and retesting of all life safety systems included in the project must be approved by DFM prior to the issuance of the Certificate of (Partial) Occupancy by the DFM Code Compliance Coordinator as outlined in Chapter 7.
- 11.0 Post-Construction Services
 - 11.1 As-built drawings shall be submitted to DFM within three months of project completion.
 - 11.1.1 As-built drawings shall reflect significant changes in the work made during the construction process.
 - 11.1.2 Revisions shall be based on the contractor's Records Documents as required by the General Conditions of the construction contract. These documents generally include marked up blue-line prints, drawings and other information.
 - 11.1.3 Each as-built revision shall be clouded and dated.
 - 11.2 As-built Drawing Submittals
 - 11.2.1 A full set of as-built drawings shall be submitted on two media forms:
 - a. Mylar or vellum.
 - b. Three copies of electronic drawings on a CD or DVD.
 - 11.2.2 All disciplines shall be consolidated onto one CD/DVD. Do not submit individual CD/DVDs from each consultant.

- 11.2.3 DFM (and the agency) will have 60 days to review and request changes to the design team's "s".
- 11.2.4 DFM will retain the vellum/mylar as-built drawings and one set of electronic as-built drawings on CD/DVD.
- 11.2.5 The state agency will receive two copies of electronic drawings on CD/DVD.
- 11.2.6 Additional mylar/vellum or CD/DVD copies of as-built drawings should be negotiated by the agency.
- 11.2 The project architect/engineer shall remain available during the one-year expressed warranty period to assist the state agency and DFM should problems develop.
 - 11.2.1 Within nine months of the final completion of the project, the project architect/engineer shall initiate a warranty inspection of the project jointly conducted by the project team.
 - 11.2.2 The project architect/engineer shall notify the contractor of any deficiencies discovered and is responsible to see that all items are completed in a timely manner.

END OF CHAPTER 16